HOW TO USE THE P6 SCHEDULE BASELINE SHAREPOINT

Minnesota Department of Transportation

Table of Contents
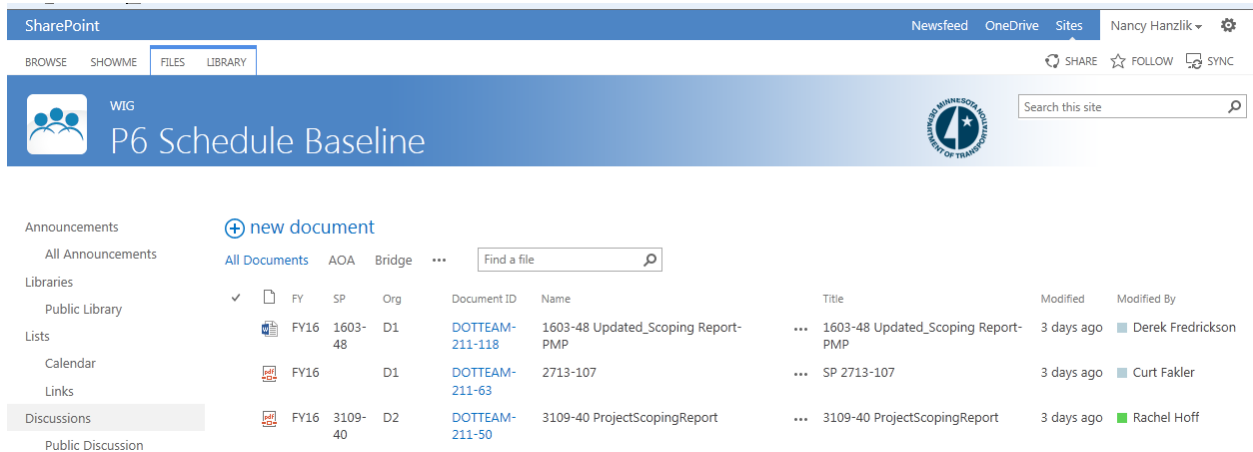
Finding the P6 Schedule Baseline SharePoint Site

Finding the P6 Schedule Baseline SharePoint from the link:

Click on the following link, it will direct you to the Home page on the P6 Schedule Baseline SharePoint.

https://connect.mn.gov/sites/mndot-teams3/4dx/Projects%20Documentation/Forms/AllItems.aspx

Adding a Document to SharePoint

1. Locate the Scoping Document and Work with SSC staff to create the files to be uploaded to SharePoint Site
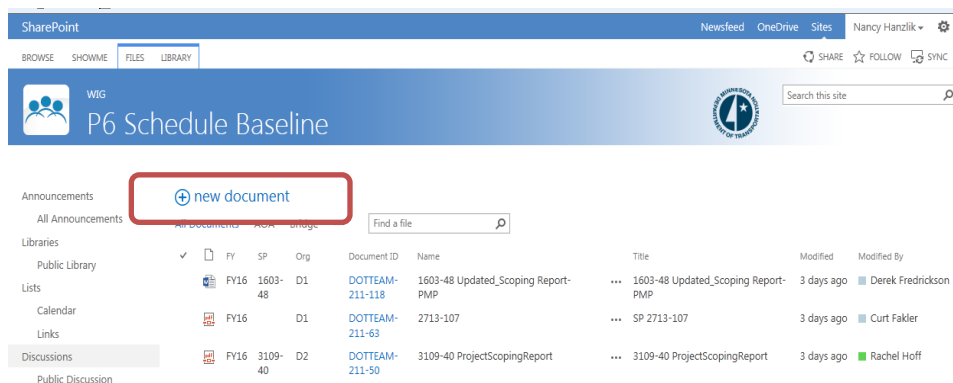
   Naming Convention for FY 16 files on SharePoint site:

   > Gantt Chart = SPXXXX_XX_Gantt_Chart.pdf
   > Relationship Report = SPXXXX_XX_Relationships.pdf
   > Roles Report = SPXXXX-XX_Role_Report.pdf
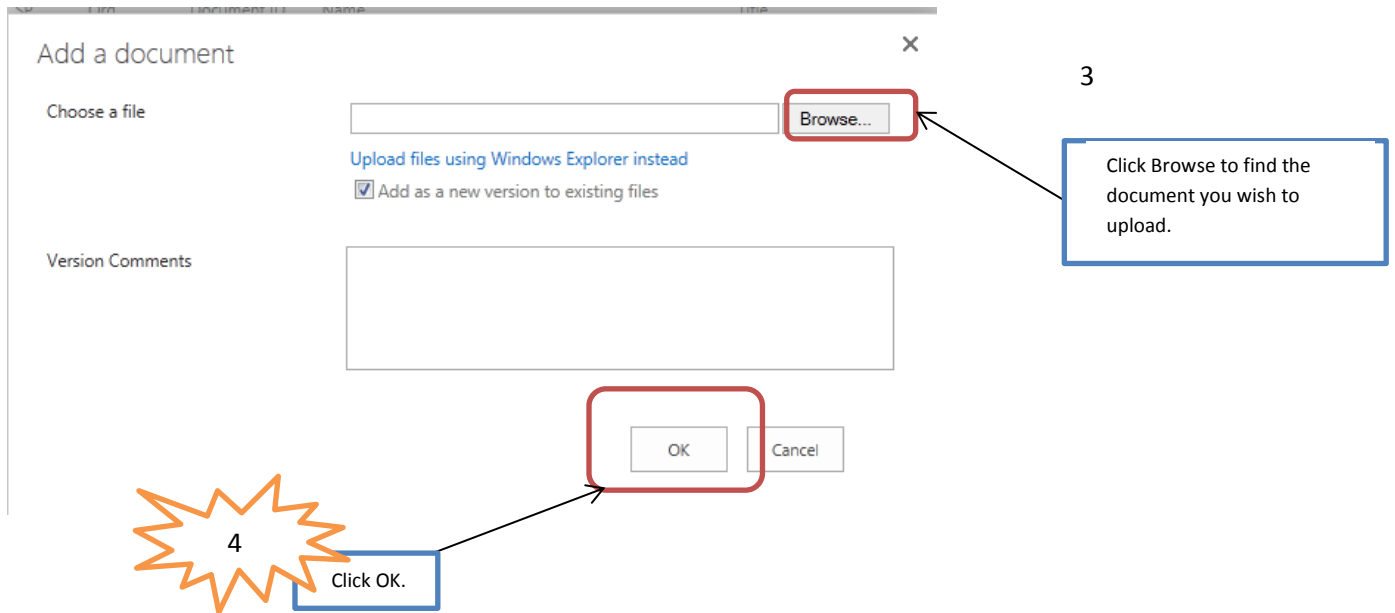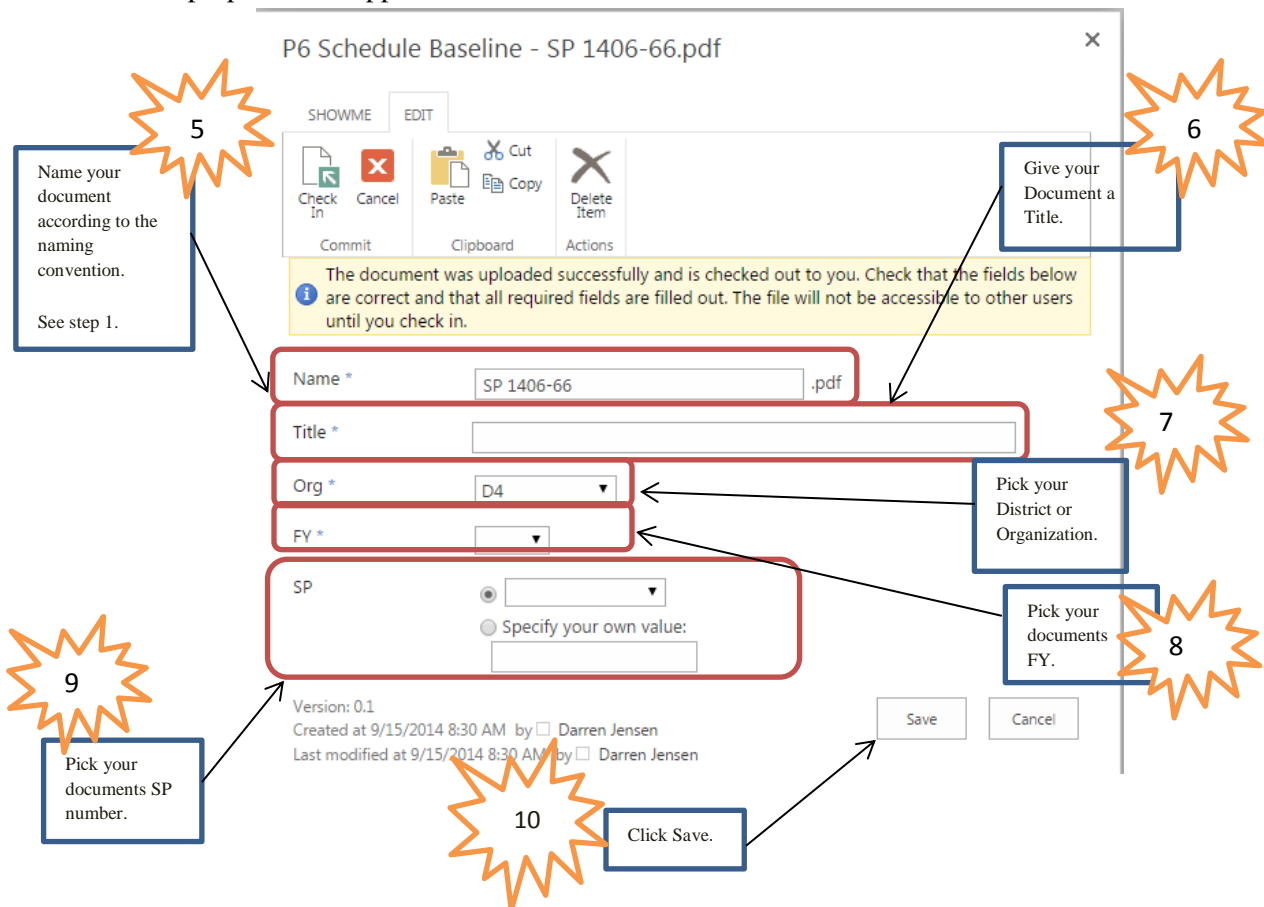   > Scoping Document = Originally named by district

2. On the P6 Schedule Baseline SharePoint site select the "new document" button
   Note: the "new document" button will only be in place if you have the rights to upload a document on SharePoint.
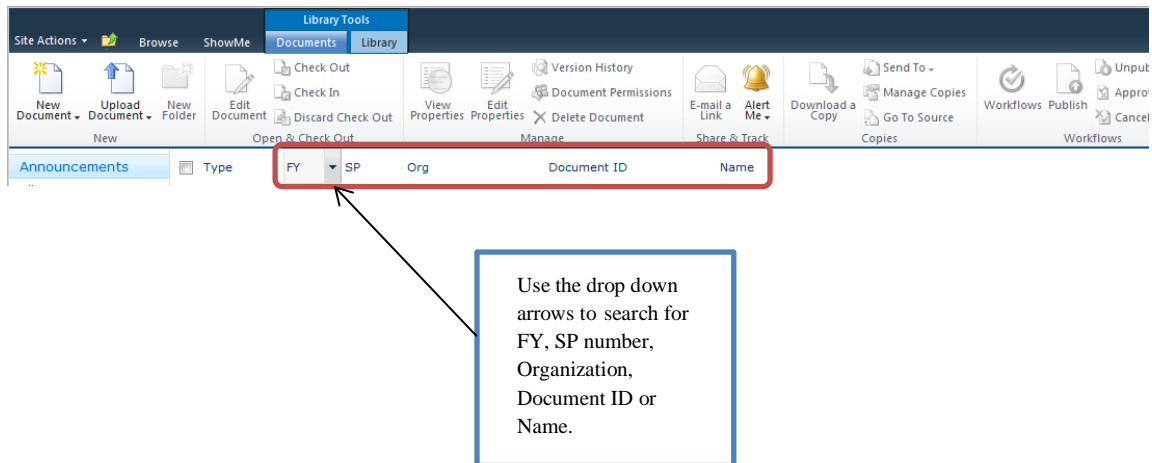
N:\OPMTS Project Management\Project Management Unit\P6 Implementation\Documents\ReferenceDocuments\RD-00-15_Using SharePoint.docx

2

A pop-up box will appear.

Add a document   ×

Choose a file   [   ] [Browse...]

Upload files using Windows Explorer instead
☑ Add as a new version to existing files

Version Comments   [   ]

[OK] [Cancel]

3

Click Browse to find the document you wish to upload.

4

Click OK.

A New Pop-up box will appear

P6 Schedule Baseline - SP 1406-66.pdf   ×

SHOWME   EDIT

Check In   Cancel   Paste   ✂ Cut 📋 Copy   Delete Item

Commit   Clipboard   Actions

ℹ The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Name *   [SP 1406-66] .pdf
Title *   [   ]
Org *   [D4   ▼]
FY *   [▼]
SP   ○ [▼]
               ○ Specify your own value:
                 [   ]

Version: 0.1
Created at 9/15/2014 8:30 AM by ☐ Darren Jensen
Last modified at 9/15/2014 8:30 AM by ☐ Darren Jensen

[Save] [Cancel]

5

Name your document according to the naming convention.

See step 1.

6

Give your Document a Title.

7

Pick your District or Organization.

8

Pick your documents FY.

9

Pick your documents SP number.

10

Click Save.

N:\OPMTS Project Management\Project Management Unit\P6 Implementation\Documents\ReferenceDocuments\RD-00-15_Using SharePoint.docx

3

How to Search for a Document

Searching for a Document:

Use the drop down arrows to search for FY, SP number, Organization, Document ID or Name.

You may also want to organize the documents by:

You may also organize the documents in SharePoint by when they were modified and by who modified them.

Opening a document:

Click on the document name to open it.

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4
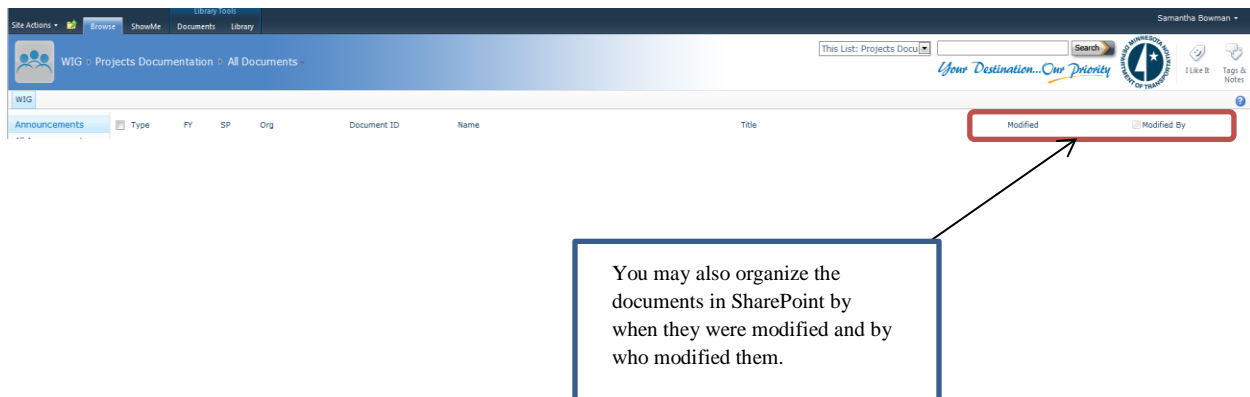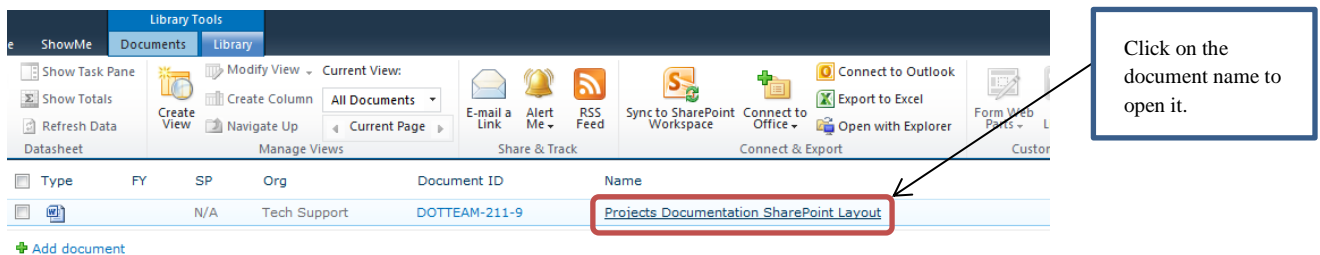
Other Useful Actions in SharePoint

To learn more about share point:

First click on the ShowMe tab at the top of the home Screen.
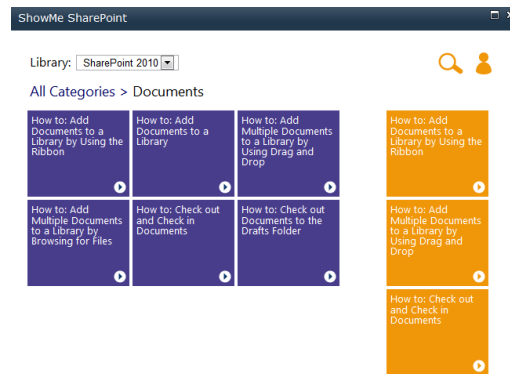
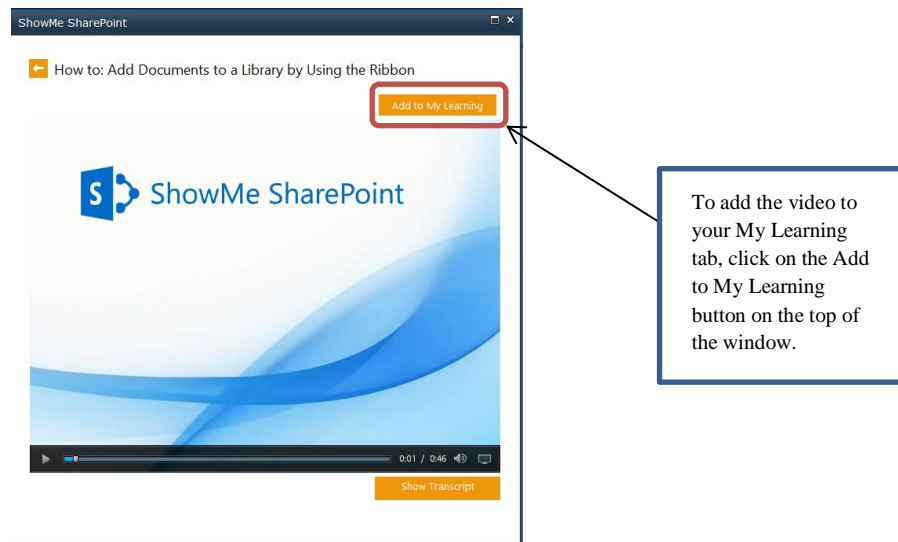Then Click the All Categories tab on the top left hand corner of the page.

A pop-up window will appear with a list of multiple categories you can use in SharePoint.
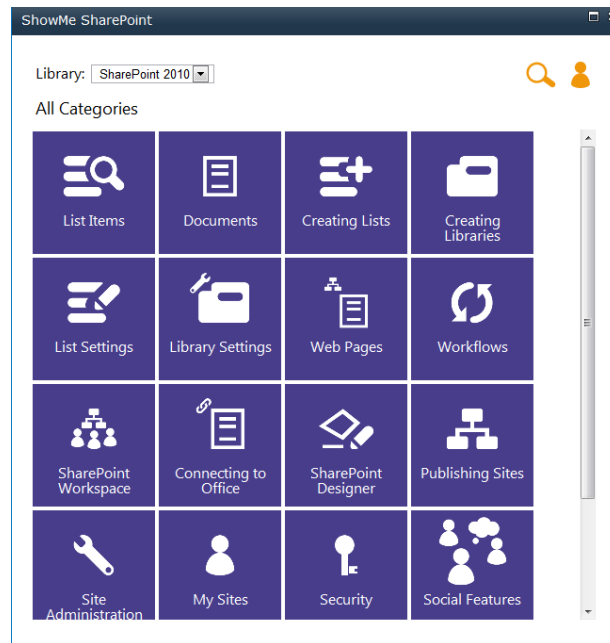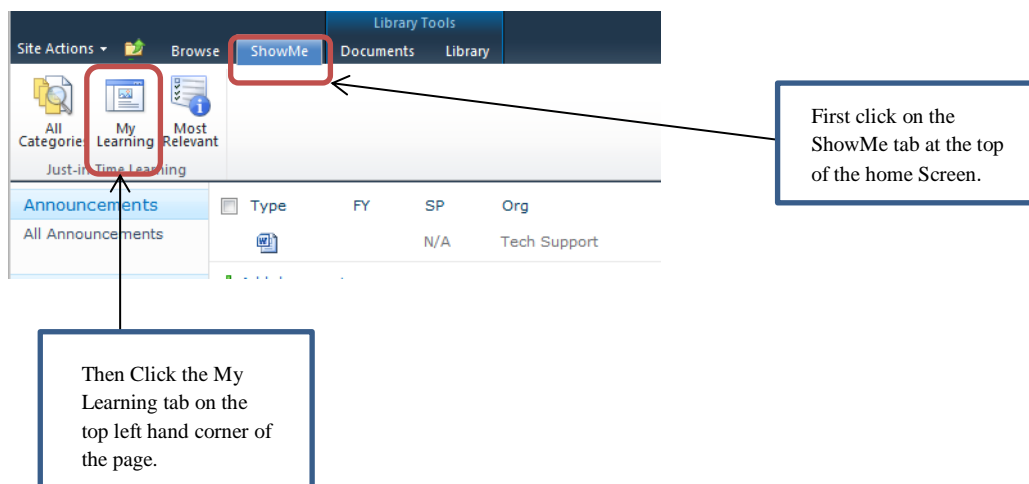
Once a category is selected another pop-up window will appear with multiple learning videos to watch.

Click the play button on a video to view it.

To add the video to your My Learning tab, click on the Add to My Learning button on the top of the window.

To reference the saved video in your My Learning tab:

First click on the ShowMe tab at the top of the home Screen.

Then Click the My Learning tab on the top left hand corner of the page.

A pop-up will appear with the list of videos you have added to your My Learning.

The videos you have recently viewed will also show up on this page.

N:\OPMTS Project Management\Project Management Unit\P6 Implementation\Documents\ReferenceDocuments\RD-00-15_Using SharePoint.docx

7